

## Systematic Program Review

**Name of Unit: Department of Psychology & Anthropology**  
**Reporting Official: Dr. Valerie James-Aldridge**

### Item 1

Is your program (undergraduate, master's or doctoral program, academic support unit, service unit, center, administrative/staff department/unit) currently reviewed on a regular basis (e.g., annually, biennially, every 5 years)? Examples of systematic review include, but are not limited to: academic program review, internal audits, external accreditation, external review by a consultant, peer review, etc.

Yes     No

**If "YES", go to Item 2. If "NO", check that box and return form to OIRE.**

### Item 2

Type an "X" next to the type(s) of program review that applies to your unit, the date of your last review and the date of the next expected review:

	Date of	Date of
<input checked="" type="checkbox"/> academic program review	<u>May 1998</u> last review	<u>May 2008</u> next review
<input checked="" type="checkbox"/> internal audit	<u>Nov 1997</u> last review	<u>unknown</u> next review
<input type="checkbox"/> external accrediting agency	_____ last review	_____ next review
<input type="checkbox"/> external consultant		
<input type="checkbox"/> peer review	_____ last review	_____ next review
<input type="checkbox"/> other: _____	_____ last review	_____ next review

### Item 3

**Describe how your unit has used/is using the findings/recommendations from its last review to improve the effectiveness of the unit. Include references to goals or objectives listed in recent planning documents, and examples of the use of assessment to improve your programs/services.**

Many of the recommendations from the Academic Program Review have become Action Items in our departmental Strategic Action Plan and are assessed on an annual basis.

Examples from last formal Academic Program Review:

Committee Recommendation:

*The Program Review committee recommends that the Department of Psychology & Anthropology develop, implement and evaluate regularly the effectiveness of the advisement program for undergraduate psychology students.*

-The department has completely reorganized its advising system, making use of all departmental faculty, trained office staff, and, more recently, incorporated the use of the Professional Guidance Center.

Committee Recommendation:

*The Program Review Committee recommends that the Department of Psychology & Anthropology identify periodically the variety of means by which the level of student learning in the Undergraduate Psychology Program is assessed.*

-The department devised multiple means of assessing three (undergraduate level) to five (graduate level) student learning objectives for both psychology and anthropology. These are monitored for effectiveness on an annual basis.

Examples from the last Internal Audit:

Recommendations:

*The College and each Department should formalize a mission statement, establish goals and objectives, and prepare a long-range plan.*

-The department developed a mission statement that aligns with the college and institutional mission statements, prepared a long-range plan (revised in 2003), and establishes goals and objectives that are reviewed on an annual basis.

Recommendations:

*Procedures for a formal reconciliation of the Statement of Accounts should be developed. These procedures should require the signatures and date of the preparer and the review.*

-1997 response: We asked the Dean's secretary to train the department chair, the secretary, and office assistant in the use of Quicken for reconciling our monthly account statements.

-More recently we have been making use of the institution-wide reconciliation software and procedures on a regular basis.

Recommendations:

*All requests for adjustments of faculty workloads should be made and approved before the start of the semester for which the adjustment is requested.*

-Adjustments were made in the Office of the Vice President for Academic Affairs, and through the Dean's office that facilitated remediation of this problem. Workload adjustment requests are now solicited and approved prior to the affected semester.